

THE REGULATIONS ON THE INTERNATIONAL MOBILITY ACTIVITIES FOR THE STAFF OF ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS

1. DEFINITIONS

- 1.1. **Regulations on the International Mobility Activities for the Staff of the ISM University of Management and Economics ("ISM")** shall mean the internal financial rules and rules for administration of exchange activities carried out by the staff of the ISM University of Management and Economics.
- 1.2. **The ERASMUS+ mobility Programme of the European Commission** (Erasmus+) shall mean a part of the ERASMUS+ Programme of the European Commission which covers the following actions of the ERASMUS+ Programme:
- 1.2.1. ERASMUS+ STAFF MOBILITY FOR TRAINING provides the staff of higher education and research institutions with a possibility to learn by transferring information or technical knowledge within the partner institution or receiving company, thus acquiring practical skills to be applied at current work and relevant for professional self-improvement.
- 1.2.2. ERASMUS+ STAFF MOBILITY FOR TEACHING provides the lecturers and representatives of the invited personnel of the companies with the possibilities to teach in the institutions of other countries or enables foreign lecturers to teach in Lithuania. Lectures of Erasmus lecturers shall be integrated into the study programme of a Receiving institution.
- 1.2.3. BLENDED INTENSIVE PROGRAMME (BIP) is a short, intensive programme (5-30 days of physical duration with compulsory virtual component) that uses innovative ways of learning and teaching, including the use of online cooperation.
- 1.3. **Erasmus+ Programme guide**¹ shall mean a document of the European Commission which provides funding opportunities and eligibility rules of the Erasmus+ Programme. It is an integral part of the annual Erasmus+ Call for Proposals.
- 1.4. **Sending institution** shall mean a higher education institution which officially participates in the Erasmus+ Programme and has the ECHE (in the case staff mobilities with Programme), or a foreign higher education institution (in the case staff mobilities with Partner countries), Bilateral exchange, Double degree and/or other programmes which is sending its lecturers and/or staff to the Receiving Institution under the Inter-Institutional Agreement, or a company of a country which officially participates in the Erasmus+ programme and is sending its employees to a higher education institution to give lectures.

¹ <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

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- 1.5. **Receiving institution** shall mean a higher education institution which officially participates in the Erasmus+ Programme and has the ECHE (in the case staff mobilities with Programme countries), or a foreign higher education institution (in the case staff mobilities with Partner countries), Bilateral exchange, Double degree and/or other programmes that the Sending Institution has concluded the Inter-Institutional Agreement with under which staff of the Sending Institution are received, or a company of a country which officially participates in the Erasmus+ Programme and receives incoming lecturers or employees of a higher education institution.
- 1.6. **National Agency ("NA")** shall mean an agency of a country which officially participates in the Erasmus+ Programme, and is in charge of the administration of the programme, Erasmus+ allocation of funding for higher education institutions at the national level. In Lithuania these functions are carried out by the Education Exchanges Support Foundation.
- 1.7. **Inter-institutional agreement between the receiving and sending institutions** shall mean a Bilateral agreement which provides for the terms and conditions of exchanges of students and/or staff as well as the activities planned.
- 1.8. **Erasmus Charter for Higher Education ("ECHE")** shall mean an accreditation granted by the European Commission giving the possibility for ISM to participate in the Erasmus+ Programme and be provided with a grant for carrying out the activities under the programme. ECHE outlines the fundamental principles an institution should adhere to in organising and implementing high quality mobility and cooperation and states the requisites it agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.
- 1.9. **Grant** shall mean the financial support from the National agency and/or other sources to ISM for the purpose of implementation of the Erasmus+ Programme. Grant amount for ISM is concluded in the form of grant agreement between ISM and NA.
- 1.10. **Erasmus+ scholarship** shall mean an individual support and travel grant allocated by ISM for the purpose of a staff member's Erasmus+ mobility.
- 1.11. **Partial Erasmus+ scholarship** shall mean a partial financial support for staff from Erasmus+ funds for part of the physical duration of the Erasmus+ mobility.
- 1.12. **Zero-grant Erasmus+ participant** shall mean a staff member who participates in any Erasmus+ mobility but does not receive Erasmus+ scholarship.
- 1.13. **Grant agreement for teaching/training mobility** shall mean the agreement concluded between the Sending Institution and staff member involved in mobility for teaching/training. The agreement shall have 2 annexes thereto:
- 1.13.1. **Staff mobility agreement** shall contain the data of a candidate intending to take part in mobility for teaching/training and the programme of a visit covering the mobility goals, content of a training programme and learning outcomes;
- 1.13.2. **General terms and conditions** of the agreement shall mean articles which define the liability of the parties, termination of the agreement, procedure of the data protection and participant's obligations as to the submission of information for the purpose of verification and audit.

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- 1.14. **Outbound lecturer** shall mean an academic employee of the Sending Institution who, under the Erasmus Programme, is being sent for a short teaching visit under the programme approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Programme that the Sending Institution has concluded the Inter-Institutional Agreement with.
- 1.15. **Outbound staff** shall mean a staff member holding a position of an administrative nature in the Sending Institution who, under the Erasmus+ Programme, is being sent for a short training visit under the programme approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Programme.
- 1.16. **Guest lecturer/employee** shall mean an employee of a higher education institution or a company of a country involved in the Erasmus Programme who arrives from the partner higher education institution or company for a short teaching/training visit under the teaching/training programme approved in advance.
- 1.17. **Institutional coordinator of the Erasmus+ Programme** shall mean an employee of the ISM in charge of the implementation of the Erasmus+ Programme at ISM.
- 1.18. **Authorised signatory** shall mean a manager of an institution or another person who has a power of attorney entitling him/her to sign on behalf of the institution.
- 1.19. **Blended mobility** – shall mean a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork for Erasmus+ mobility.
- 1.20. **Programme Countries** shall mean the EU Member States and the bellow mentioned third countries associated to the Erasmus+ programme:
Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey; Andorra, Monaco, San Marino, Vatican City State; Faroe Islands, Switzerland, United Kingdom.
- 1.21. **Partner Countries** shall mean entities from other third countries non-associated to the Programme which can be eligible in Erasmus+ actions as defined in the Erasmus+ Programme Guide.
- 1.22. **Green travel** – travel that uses low-emissions means of transport for the main part of the travel, such as bus, train, bike or car-pooling.

2. STAFF MOBILITY FOR TEACHING

2.1 Notification of lecturers and selection

- 2.1.1. Information on a possibility of teaching visits and Erasmus+ partner institutions that the inter-institutional agreement on lecturer mobility has been concluded with shall be provided to the faculty by the ISM International Partnerships and Accreditations Department on the ISM website (www.ism.lt, see exchange programmes) and during individual consultations. The priority institutions for teaching visits can be set with regard to ISM strategical goals.

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2.1.2. Lecturers shall be selected for mobility visits by way of competitions. The academic employees of the ISM may participate in the competition upon timely submission of a signed application form.

2.1.3. The competition shall be announced at least twice every academic year – in autumn and spring semester. The responsible person shall send an invitation to take part in the competition to the ISM faculty via e-mail.

2.1.4. The main criteria for selecting lecturers shall be as follows:

- 2.1.4.1. previous participation in the Programme;
- 2.1.4.2. academic position held at ISM,
- 2.1.4.3. achievements in academic and research activities and experience.

2.1.5. For candidates applying for Erasmus+ mobility programme to Programme country institutions the preference shall be given to lecturers who:

- 2.1.5.1. have not previously participated in the Erasmus+ mobility programme or have participated fewer times than other candidates,
- 2.1.5.2. are young, less experienced and who have fewer achievements in their academic activity,
- 2.1.5.3. have participated in the competition in the current academic year for the first time,
- 2.1.5.4. whose main workplace is the ISM have priority over lecturers whose main workplace is not ISM,
- 2.1.5.5. during the visit the lecturer is planning to implement other activities regarding to ISM strategic goals (development of partnerships; cooperation in developing new programmes and/or research projects, etc.).

2.1.6. The competitive score of the candidates applying for Erasmus+ mobility programme to Programme country institutions shall be calculated according to the procedure provided below:

- 2.1.6.1. Candidates' participation in the programme (up to 3 points). If a candidate has never participated in Erasmus+ mobility for teaching she/he receives 3 points. If a candidate has participated once in the programme during the last 3 years, she/he receives 2 points. If a candidate has participated twice in the programme during the last 3 years, she/he receives 1,5 point and etc. (If three times – 1 point, if four times – 0,5 point, if five times – 0 point.)
- 2.1.6.2. The academic position held at ISM by a candidate (up to 2 points).

Position	Total points
Lecturer/Assistant	2
Senior Lecturer	1,5
Associate Professor	1

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Professor	0,5
Visiting Lecturer	0,5

- 2.1.6.3. The main working institution of a candidate (up to 1 point). If the ISM university is the main workplace for a candidate, she/he receives 1 point, if the main working institution is not the ISM – 0,5 point.
- 2.1.6.4. Candidate's academic achievement (up to 2 points). The academic achievement is evaluated by the ISM Schools where a candidate delivers lectures. The preference shall be given to lecturers who is planning to implement other activities regarding corporation in developing new programmes, Double-degrees programmes, or other academic activities.
- 2.1.6.5. Candidate's research achievement (up to 2 points). The research achievement is evaluated by Studies and Research Department. The preference shall be given to lecturers who is planning to implement other activities regarding research projects or other research activities.
- 2.1.7. In cases where a lecturer submits an Erasmus+ application for a vacancy at a Partner Country institution under the KA171 mobility project, the assessment shall take into account the lecturer's stated motivation and the anticipated additional value and benefits to both the lecturer, ISM and receiving institution, as described by the lecturer in the application form.
- 2.1.8. Competitions shall be organised and held by the responsible person and the Commission consisting of Vice-President for Research and Studies, Dean of Executive School (or Programme Director of Executive School) and Head of International Partnerships and Accreditations Department (ISM Institutional Erasmus+ coordinator) shall select participants from the list of candidates, determine their competitive score and ranking of the participation in the programme as well as compile a stand-by list. The Commission decides regarding the allocation of an Erasmus+ grant. The competition results shall be approved by minutes of the meeting of the Commission signed by the participants of the meeting.
- 2.1.9. All contestants shall be notified of the competition results (surnames of selected participants, offered semester for the visit and Erasmus+ grant allocation) via e-mail.
- 2.1.10. Employees who disagree with the competition results shall be entitled to file an appeal against the Commission within 3 working days. The Commission must examine the appeal and provide their response within 5 working days from the date of submission of such an appeal.
- 2.1.11. Should the number of applicants be fewer than the available slots for teaching visits, the Commission is not required to convene. All candidates meeting the eligibility criteria shall be automatically approved without the need for a gathering of the Commission.
- 2.1.12. The ISM staff wishing to invite employees from a foreign company for a teaching visit shall apply to the ISM International Partnerships and Accreditations Department by indicating the subject to be taught by an invited lecturer at the ISM and the duration of a planned visit. The Selection Commission shall consider submitted applications and select

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candidates. The main selection criteria shall be the significance of a visit for the university and equal distribution among schools.

2.2. Requirements for teaching visits and liability of lecturers

2.2.1. In all cases, the teaching activity shall be carried out at least 8 academic hours per week. The actual duration of a visit shall be determined taking account of:

- 2.2.1.1. number of teaching hours proposed by the receiving institution and indicated in the teaching programme;
- 2.2.1.2. amount of funds for the ISM mobility for teaching available in the current year;
- 2.2.1.3. academic work load of the outbound ISM lecturer and assignments at the university during the semester of the lecturer's departure so that the lecturer is able to carry out all semester-related assignments or fulfil relevant obligations.
- 2.2.1.4. The actual duration of the visit shall be indicated in the order on a business trip and grant agreement.
- 2.2.1.5. The minimum duration of the visit recommended by the ISM is 2 working days (excluding travel days), the maximum duration is 5 working days (including travel days). Erasmus+ programme allows mobility in Programme country institutions from 2 days to 2 months, excluding travel days. In case of mobility to Erasmus+ Partner Country institution, the duration must be from 5 days to 2 months, excluding travel days.

2.2.2. A teaching visit shall be continuous during the entire agreed period. One travel day may be added to the duration of a teaching visit prior to the first day of activity abroad as well as one travel day may be added after the last day of activity abroad but preferably that the whole visit shall not last more than 5 working days (excluding travel days).

2.2.3. A subject taught during the visit or a part thereof shall be a component of the study programme of the receiving institution designed to be awarded a diploma/degree.

2.2.4. If lecturers selected during the competition have not agreed upon the visit with the receiving institution yet, they shall immediately apply to the institution they are wishing to go to and agree upon timing of the visit and preliminary programme (subject and number of academic hours) with its representatives after the competition results have been published.

2.2.5. Having received the confirmation from the receiving institution, lecturers shall have their visit date approved by heads of studies (school) subject to the planned academic load and by heads of their division provided that the lecturer has also been carrying out administrative activities at the ISM.

2.2.6. If lecturer fails to submit the "Erasmus+ Mobility Agreement Staff Mobility for Teaching" form to the responsible person within four months after the announcement of the competition's results, the Erasmus+ grant may be reassigned to other participants.

2.2.7. After the lecturer's application has been approved, the outbound lecturer shall prepare a teaching programme as soon as possible and "Erasmus+ Mobility Agreement Staff Mobility for Teaching" form shall be signed by the lecturer, Institutional Erasmus+ coordinator and representative of the receiving institution.

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- 2.2.8. Erasmus+ grant shall be allocated to cover the lecturer's travel costs according to the distance band of the Erasmus+ programme and individual support. The grant shall be allocated under the order on a business trip. The order shall be drafted by the ISM responsible person.
- 2.2.9. Outbound lecturers shall take care of travel tickets and accommodation abroad after the rector has signed the order on a business trip.
- 2.2.10. Prior to leaving for the receiving institution, the lecturers shall sign the Grant agreement for Erasmus+ staff mobility drafted by the responsible person and signed by the Institutional Erasmus+ coordinator. The agreement shall indicate the exact time of the visit and number of teaching hours as well as the amount of a grant (in line with the standards established by the European Commission) and terms and conditions of payments.
- 2.2.11. Having returned from the receiving institution, lecturers shall provide the responsible person the certificate confirming the goal of the visit and teaching duration (days and teaching hours) signed by an employee of the receiving institution and the final descriptive report within 5 working days.
- 2.2.12. If any trip cost was covered by ISM, the employee shall provide ISM Finance Office with the business trip cost statement and documents confirming such costs within 5 working days.
- 2.2.13. Participants of the mobility activity shall submit a report by filling out an online EU-survey and shall provide their comments (actual information shall be indicated) by evaluating the period of activity abroad, preparation for it and its implementation. The sending organization may request that participants who failed to submit the report return a portion of the grant allocated by the EU or the entire amount of the grant.

2.3. Financial conditions of mobility visits

- 2.3.1. Lecturers going abroad for a teaching visit may be granted an individual grant from National agency or other available sources for ISM lecturer mobility, or a lecturer may leave with a zero - grant provided. The grant shall be allocated under the standards designed to cover travel and other costs incurred by the lecturer as established by the European Commission. The decision regarding the scholarship allocation shall be adopted by the international lecturer exchange selection commission in each individual case.
- 2.3.2. Erasmus+ grant for employees' travel shall be allocated in accordance with the distance bands established by the European Commission. "Travel distance" shall mean a distance from a place of origin to a place of carrying out activities, meanwhile "amount" shall cover the contribution to travel costs both to and from a place of carrying out activities. The travel distance shall be calculated according to the calculator of the European Commission:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel distance	Amount (both ways) In case of standard travel	Amount (both ways) In case of green travel
Between 10 and 99 km:	EUR 28 per person	EUR 56 per person

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Between 100 and 499 km:	EUR 211 per person	EUR 285 per person
Between 500 and 1,999 km:	EUR 309 per person	EUR 417 per person
Between 2,000 and 2,999 km:	EUR 395 per person	EUR 535 per person
Between 3,000 and 3,999 km:	EUR 580 per person	EUR 785 per person
Between 4,000 and 7,999 km:	EUR 1.188 per person	EUR 1.188 per person
8,000 km or more	EUR 1.735 per person	EUR 1.735 per person

2.3.3. The standard rates for individual support determined by the European Commission are as follows:

Receiving country	Staff mobility
	Daily amount, EUR
Austria, Belgium, Denmark, Germany, Finland, France, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden. Partner Countries that are not associated with the Programme, from Regions 13 and 14.	190
Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Spain, Slovakia, Slovenia.	170
Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	148
Partner Countries that are not associated with the Programme, from Regions 1–3 and 5–12.	190

2.3.4. Individual support shall include actual accommodation (overnight) expenses, daily allowances, local trips, insurance costs and miscellaneous costs.

2.3.5. The Erasmus+ grant shall not cover all expenses incurred during the visit abroad. In the event of insufficient funds, an employee may apply to the Selection Commission regarding the reimbursement of an excess amount from the budget of the ISM University for fostering competences of the staff. The application shall contain reasons for which funds are insufficient and certifying documents shall be provided.

2.3.6. The Erasmus+ grant may be transferred to a lecturer only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the financial agreement.

2.3.7. The Erasmus+ grant to employees shall be paid in two portions:

- 2.3.7.1. first portion of the grant (80 per cent) shall be paid prior to the employer's departure to the foreign receiving organization;

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- 2.3.7.2. the remaining portion of the grant (20 per cent) shall be paid upon the employee's return to the ISM and upon submission of the travel cost statement (if additional funding from ISM has been provided) and certificate confirming the visit signed by the receiving institution and after all requirements referred to in the Grant Agreement have been met.
- 2.3.8. In cases when outbound lecturer who is going to teaching visit fulfils the requirements for Erasmus+ green travel, he/she may receive up to 6 days of additional individual support to cover travel days with green means of transport as defined by the European Commission.
- 2.3.9. In case a disabled person is leaving for the Erasmus+ teaching visit, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such an employee shall submit a request and an application to the National Agency following the procedure established by the National Agency.

3. STAFF MOBILITY FOR TRAINING

3.1. Notification of employees and selection

- 3.1.1. Information on a possibility of training shall be provided to the staff by the ISM International Partnerships and Accreditations Department on the ISM website (www.ism.lt, see exchange programme) and during individual consultations. The priority institutions can be set for training visits.
- 3.1.2. Employees for training shall be selected by way of competition. All employees who hold administrative positions at the ISM and whose main workplace is the ISM and whose trial period has expired may participate in the competition upon timely submission of the application to the responsible person. In case an employee has already agreed upon the visit with the receiving institution/company, the certifying letter from the receiving institution/company shall be enclosed with the application.
- 3.1.3. The competition shall be published once a year in September by the responsible person. The request to participate in the competition shall be sent to all ISM employees via e-mail.
- 3.1.4. For candidates applying for Erasmus+ mobility programme to Programme country institutions, the main criteria for selecting the staff and their weights shall be as follows:
- 3.1.4.1. Significance of the training to the ISM and compliance with the strategic ISM priorities (up to 5 points). The training significance to the employee as well as to ISM shall be evaluated and discussed during the meeting of the Selection Commission (5 – extremely significant; 4 – very significant; 3 – moderately significant; 2 – slightly significant; 1 – minimally significant; 0 – not significant).
 - 3.1.4.2. Previous participation in the Erasmus+ Programme of mobility for training (up to 3 points). If a candidate has never participated in Erasmus+ mobility for training, she/he receives 3 points. If a candidate has participated once in the programme during the last 3 years, she/he receives 2,5 points. If a candidate has participated twice in the programme during the last 3 years, she/he receives 2 point and etc. (If three times – 1,5 point, if four times – 1 point, if five times – 0,5 point, if more than five times – 0 point.)
 - 3.1.4.3. Service period at the ISM (up to 1 points). Points for years of employment at the ISM shall be calculated as follows: for each year of employment 0,1 point shall be given (e.g. 2 years – 0,2 points; 5 years – 0,5 point, etc.). If the employee works at ISM 10 or more years, 1 point shall be given.
 - 3.1.4.4. Administrative staff position held at the ISM (up to 1 point). Points for the administrative staff position held shall be equal to the proportion of the position held (e.g. full-time position – 1 points; 0,75 position – 0,75 point; 0,5 position – 0,5 point, etc.).
- 3.1.5. In cases where a candidate submits an Erasmus+ application for a vacancy at a Partner Country institution under the KA171 mobility project, the assessment shall take into

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account the candidate's stated motivation and the anticipated additional value and benefits to both the candidate, ISM and receiving institution, as described by the candidate in the application form.

- 3.1.6. Competitions shall be organised and held by the responsible person that shall submit scores for the Selection Commission consisting of Head of Study Services Department, Sales & Marketing Director, Business Support Director, Head of HR and Head of International Partnerships and Accreditations Department (ISM Institutional Erasmus+ coordinator). The Commission shall select the participants from the list of candidates and decide regarding the allocation of a grant. The competition results shall be approved by minutes of the meeting of the Commission signed by the participants of the meeting.
- 3.1.7. The Commission shall have the authority to approve the participation of Heads of Departments in one Erasmus+ visit per academic year, taking into consideration the strategic objectives of ISM University of Management and Economics, and to allocate and approve the corresponding portion of the budget for such visits.
- 3.1.8. All contestants shall be notified of the competition results (surnames of selected participants, offered semester for the visit and scholarship allocation) via e-mail.

3.2. Requirements for training visits and staff liability

- 3.2.1. The duration of a training visit at a Programme country institution shall be at least 2 working days (excluding travel days) but the maximum duration is 5 working days (including travel days). The duration of a training visit at a Partner country institution under KA171 mobility project shall be 5 working days (excluding travel days).
- 3.2.2. The actual visit duration shall be determined taking account of the training programme proposed by the receiving institution and indicated in the working plan and amount of funds for ISM mobility available in the current year. The duration shall be indicated in the order on a business trip and grant agreement.
- 3.2.3. A training visit shall be continuous during the entire agreed period. One travel day may be added to the duration of a training visit prior to the first day of activity abroad as well as one travel day may be added after the last day of activity abroad.
- 3.2.4. If employees selected during the competition have not agreed upon the visit with the receiving institution/company yet, they shall immediately apply to the institution and agree upon timing of the visit and preliminary programme with its representatives after the competition results have been published. Having received the confirmation from the receiving institution, employees shall have the visit date approved by the head of their division.
- 3.2.5. An outbound employee shall draft a working plan in "Erasmus+ Mobility Agreement Staff Mobility for Training" form which shall be signed by the employee and representative of the receiving institution and shall submit it to the responsible person. The responsible person shall submit the filled out form for the signature of the institutional coordinator of the Erasmus+ Programme.
- 3.2.6. If an employee fails to submit the "Erasmus+ Mobility Agreement Staff Mobility for Training" form to the responsible person within five months after the announcement of the competition's results, the Erasmus+ grant may be reassigned to other participants.

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- 3.2.7. An order on a business trip shall be drafted after the "Erasmus+ Mobility Agreement Staff Mobility for Training" form has been signed by all parties and an information form has been submitted. The order shall be drafted by the responsible person.
- 3.2.8. When the president signs the order on a business trip, outbound employees shall take care of travel tickets, accommodation abroad and health/life insurance.
- 3.2.9. Prior to leaving for the receiving institution, the employees shall sign the grant agreement drafted by the responsible person and signed by the Institutional Erasmus+ coordinator. The agreement shall indicate the exact time of the visit and amount of the grant in line with the standards of the European Commission.
- 3.2.10. Having returned from the receiving institution, employees shall provide the ISM Finance Office with the business trip cost statement and documents confirming such costs (if they intend to apply regarding the reimbursement of the excess amount) and the responsible person with the certificate confirming the goal of the visit signed by an employee of the receiving institution.
- 3.2.11. Participants of the mobility activity shall submit a report by filling out an online questionnaire and shall provide their comments (actual information shall be indicated) by evaluating the period of activity abroad, preparation for it and its implementation. The sending organization may request that participants who failed to submit the report return a portion of the grant allocated by the EU or the entire amount of the grant.

3.3. Financial conditions of training visits

- 3.3.1. Employees going abroad for a training visit may be granted an individual grant/scholarship from the funds of the European Commission and state budget allocated for ISM staff training, or an employee may leave with a zero-grant provided. The grant shall be allocated to cover travel costs and provide individual support.
- 3.3.2. Costs for employees' travel shall be allocated in accordance with the distance bands established by the European Commission. "Travel distance" shall mean a distance from a place of origin to a place of carrying out activities, meanwhile "amount" shall cover travel costs both from and to a place of carrying out activities. The travel distance shall be calculated according to the calculator of the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm :

Travel distance	Amount (both ways)	Amount (both ways)
	In case of standard travel	In case of green travel
Between 10 and 99 km:	EUR 28 per person	EUR 56 per person
Between 100 and 499 km:	EUR 211 per person	EUR 285 per person
Between 500 and 1,999 km:	EUR 309 per person	EUR 417 per person
Between 2,000 and 2,999 km:	EUR 395 per person	EUR 535 per person
Between 3,000 and 3,999 km:	EUR 580 per person	EUR 785 per person

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Between 4,000 and 7,999 km:	EUR 1.188 per person	EUR 1.188 per person
8,000 km or more:	EUR 1.735 per person	EUR 1.735 per person

3.3.3. The standard rates for staff individual support is determined by the European Commission are as follows:

Receiving country	Staff mobility
	Daily amount, EUR
Austria, Belgium, Denmark, Germany, Finland, France, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden. Partner Countries that are not associated with the Programme, from Regions 13 and 14 .	190
Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Spain, Slovakia, Slovenia.	170
Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	148
Partner Countries that are not associated with the Programme, from Regions 1–3 and 5–12.	190

3.3.4. Individual support shall include actual accommodation (overnight) expenses, daily allowances, local travel, insurance costs and miscellaneous costs.

3.3.5. The Erasmus+ grant shall not cover all expenses incurred during the visit abroad. In the event of insufficient funds, an employee may apply to the Commission regarding additional support from the budget of ISM. The application shall contain reasons for which funds are insufficient and certifying documents shall be provided.

3.3.6. The grant may be transferred to an employee only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the financial agreement.

3.3.7. The Erasmus+ grant to employees shall be paid in two portions:

- 3.3.7.1. first portion of the grant (80 per cent) shall be paid prior to the employer's departure to the foreign receiving organization;
- 3.3.7.2. the remaining portion of the grant (20 per cent) shall be paid upon the employee's return to the ISM and upon submission of the travel cost statement (if additional funding from ISM has been provided) and certificate confirming the visit signed by the receiving institution and after all requirements referred to in the Grant Agreement have been met.

3.3.8. In cases when outbound employee who is going to training visit fulfils the requirements for Erasmus+ green travel, he/she may receive up to 6 days of additional individual support to cover travel days with green means of transport as defined by the European Commission.

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3.3.4. In case a disabled person is leaving for the Erasmus+ teaching visit, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such an employee shall submit a request and an application to the National Agency following the procedure established by the National Agency.

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4. RECOGNITION OF STAFF MOBILITY RESULTS

- 4.1. The recognition mechanism is designed to ensure that participation in Erasmus+ mobility activities is acknowledged, the competencies gained are applied within the institution, and the benefits of mobility are shared with colleagues and the wider academic community.
- 4.2. Within a week after returning from staff mobility abroad, an employee shall provide a Visit Certificate, signed by a foreign university. In the case of staff mobility for teaching, the number of teaching hours delivered must be clearly indicated on the Certificate of Attendance issued by the host institution.
- 4.3. Staff mobility is recorded in the annual performance reviews or professional development plans. Certificates or confirmations are stored in the employee's file (where applicable).
- 4.4. After mobility, staff are encouraged to share their experience internally, e.g. during team meetings, staff meetings or newsletters.
- 4.5. Acquired ideas and practices are reflected on and applied: in curriculum development, internationalization strategies, teaching methods, or administrative workflows. Managers are encouraged to discuss with the staff member how the new knowledge can be used in their current role or in project-based activities.

5. AUTHORITY TO SIGN DOCUMENTS

- 5.1 The following documents related to ISM international mobility programmes are signed and confirmed by ISM Rector:
 - 5.1.1 Agreements between ISM and Education Exchange Support Foundation and their annexes,
 - 5.1.2 Erasmus+ interim and final statistical and financial reports,
 - 5.1.3 The ISM Regulations on the International Mobility Activities,
 - 5.1.4 Inter-institutional agreements between sending and receiving institutions,
 - 5.1.5 Decrees related to international mobility programmes.
- 5.2 Head of International Partnerships and Accreditations Department and Institutional Erasmus+ coordinator has the authority to sign and confirm the following documents related to ISM international mobility programmes:
 - 5.2.1 Erasmus+ financial agreements between ISM and outgoing faculty and staff;
 - 5.2.2 Erasmus+ inter-institutional agreements between receiving and sending institutions;
 - 5.2.3 All invoices and financial documents related to the ISM international mobility programmes.

6. STORING OF DOCUMENTS

- 6.1. All documents related to Erasmus+ programme are stored for 3 years.